PROGRAMS	DESCRIPTION	WHERE TO BEGIN	CONTACT	GUIDELINES
Undergraduate Student (UGS)	Eligibility is limited to those students who have completed high school and who are admitted and in active status in an undergraduate program. Appointments are available for limited terms of 90 days to 1 year, with the option to continue working part-time during the academic year.	For employment description/other information go to: http://www.lanl.gov/education/undergrad/about.shtml On how to hire go to: http://www.hr.lanl.gov/FillJob/studenthire.shtml	For eligibility or program guideline information call **505-665-9466** or email **ajmendez@lanl.gov**. For questions regarding the hiring process, contact progsinfo@lanl.gov	Must have proof of good academic standing from college or university Must be admitted and in active status in an undergraduate program (proof of enrollment)
UGS- Post Baccalaureate (Post Bacc)	90 day to 1 year appointments for students who have been awarded a bachelor's degree but have not yet been accepted and enrolled in a graduate program. The maximum time in this program is limited to one year.	For employment description/other information go to: http://www.lanl.gov/education/undergrad/about.shtml On how to hire go to: http://www.hr.lanl.gov/FillJob/studenthire.shtml	For eligibility or program guideline information call **505-665-9466** or email **ajmendez@lanl.gov**. For questions regarding the hiring process, contact progsinfo@lanl.gov	Bachelors degree already awarded
Graduate Research Assistant (GRA)	Appointments are available for 90 days up to one year while students are pursuing a graduate degree and may be extended. In some cases, students can arrange to conduct master's or doctoral thesis research at the Laboratory. Students are selected on the basis of field of study and research interests. Individuals may remain in the GRA program for up to three months after receiving a Ph.D.	For employment description/other information go to: http://www.lanl.gov/education/grad/about.shtml On how to hire go to: http://www.hr.lanl.gov/FillJob/studenthire.shtml	For eligibility or program guideline information call **505-665-9466** or email **ajmendez@lanl.gov**. For questions regarding the hiring process, contact progsinfo@lanl.gov	Must have a bachelor's degree (proof of degree required) Must be admitted and in active status in a graduate program (proof of enrollment) Must have proof of good academic standing from your college or university
GRA-Post Masters (Post Masters)	Appointments are available for 90 days up to one year for students who have been awarded a master's degree but have not yet been accepted into another master's program or a Ph.D. program. Post master's students may remain in this category for a maximum of one year. In order to remain in the GRA program after the one year maximum in the Post Master's category, students must be accepted and enrolled in another graduate program (Masters or Ph.D).	For employment description/other information go to: http://www.lanl.gov/education/grad/about.shtml On how to hire go to: http://www.hr.lanl.gov/FillJob/studenthire.shtml	For eligibility or program guideline information call **505-665-9466** or email **ajmendez@lanl.gov**. For questions regarding the hiring process, contact progsinfo@lanl.gov	Masters degree already awarded In order to remain in the GRA program after the one year maximum in the Post Master's category, students must be accepted and enrolled in another graduate program (Masters or Ph.D) and have proof of enrollment.

PROGRAMS	DESCRIPTION	WHERE TO BEGIN	CONTACT	GUIDELINES
GRA Conversion	GRA's with unique skills and qualifications may be converted to Laboratory staff member positions (both TSM and SSM). While it is recognized that most conversions will occur in the GRA's present organization, a different Laboratory organization also has the ability to convert the GRA to staff.	For employment information go to: http://www.hr.lanl.gov/FillJob/GRAConversion.shtml	For questions regarding the hiring process, contact progsinfo@lanl.gov	Participation in the GRA program for at least one year Candidate has demonstrated exceptional ability as shown by GPA, outstanding faculty recommendations, Publications, patents, and/or other indicators of positive achievements in their chosen field Completion of a masters or Ph.D.
Post Doc	Two-year postdoctoral appointments for candidates who are within 5 years of completion of PhD at time of being proposed for review by the committee, or will have completed all PhD requirements by commencement of appointment. In order to be considered for a LANL Postdoc appointment, candidates must be nominated and sponsored by a member of the Laboratory's technical staff.	For employment information go to: http://www.hr.lanl.gov/hrstaffing/Postdoc/index.stm	For eligibility or program guidelines call the Post Doctoral Programs Office (505) 665-5306 For hiring process questions, contact postdoc-info@lanl.gov	Selection is based on Laboratory wide competition and is determined by the candidates academic qualifications and research excellence.
Post Doc Conversion	Postdocs may be converted to regular or limited-term staff after the first year of their appointment. Postdocs who have completed the first year of their appointment are considered internal candidates for advertised (LANL Only) staff positions. Postdocs with less than one year of Laboratory service are considered external applicants for advertised (Open to All) staff positions.	http://www.hr.lanl.gov/hrstaffing/Postdoc/index.stm There may also be divisional requirements that need to be met. Please contact your HR Generalist for details.	Contact your HR Generalist for more information: http://int.lanl.gov/source/orgs/hr/contacts/hr-generalists.shtml	Postdocs may apply for specific advertised staff positions. Available positions (LANL Job Postings) Any group or division may convert a postdoc from either within or outside of the division without the position being advertised
University Hiring Program	TSM appointments are extended to individuals who have demonstrated exceptional ability, as shown by GPA, outstanding faculty recommendations, publications, patents, and other indicators of positive achievements in their chosen fields. The Laboratory has an expedited process for hiring recent graduates for Technical Staff Member positions. The purpose of this program is to increase the number of qualified entry-level strategic hires. No advertising is necessary for those candidates who meet the program criteria.	http://int.lanl.gov/recruiting/strategies.shtml	For hiring, contact your HR Generalist for more information: http://int.lanl.gov/source/orgs/hr/contacts/hr-generalists.shtml For program information, contact HR Recruiting 667-8849	Degree in a technical field; Demonstrated exceptional ability, as shown by GPA; Outstanding faculty recommendations, publications, patents, and other indicators of positive achievements in their field; Within one year of having completed their Bachelors, Masters, Ph.D., or Post-Ph.D.

PROGRAMS	DESCRIPTION	WHERE TO BEGIN	CONTACT	GUIDELINES
UC Regular	A University of California (UC) employee whose employment is of indefinite duration. A regular employee receives UC benefits. A regular employee can be full or part-time.	www.lanl.gov/jobs	Contact your HR Generalist for more information: http://int.lanl.gov/source/orgs/hr/contacts/hr-generalists.shtml	The following guidelines should be considered when filling positions with UC regular employees: •Is the staffing need strategic? •Is the position needed to support long-term programmatic, division, directorate, or Lab-wide goals and initiative? •Does the position require the need to establish strong corporate memory and/or to ensure program continuity?
UC Limited Term	A regular University of California (UC) employee who is hired for 6 months to 2 years (with a maximum appointment total of 5 years) and is eligible to receive UC benefits. A limited term employee can be terminated at will.	www.lanl.gov/jobs	Contact your HR Generalist for more information: http://int.lanl.gov/source/orgs/hr/contacts/hr-generalists.shtml	The following guidelines should be considered when filling positions with UC Limited-Term employees: •Is the staffing need tactical? •Does the assignment have a defined end date (1-2 years)?
Contractor	Contract workers are available for many types of jobs at LANL including TSM, technician, professional administrative, light industrial, & secretarial/clerical positions. Contract assignments are one way for hiring managers to maintain a flexible staffing policy. They also provide a mechanism to meet specialized or immediate personnel needs that cannot be met by other hiring methods.	For general information and hiring go to: http://www.hr.lanl.gov/hrstaffing/ContractStaffingAlternatives/index.stm	Contract/Student Staffing 667-7929.	All appropriately trained candidates are usually considered eligible for assignments. Exceptions-Candidates are not eligible if one of the following situations exists: •discharged for cause by the Lab or by an on-site lab subcontractor within the past 7 years •revoked or denied clearance by any government agency •placement in a position which involves direct supervision by a relative or near relative •placement in a position which involves conflict of interest •individual is not a US citizen; however, with appropriate work visa and DOE approval, the individual is eligible for some assignments.